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Find. Apply. Succeed.

Grants.gov is your source to FIND and APPLY for federal government grants. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community. Learn more about Grants.gov and determine if you are eligible for grant opportunities offered on this site.

Grants.gov does not provide personal financial assistance. To learn where you may find personal help, check **Government Benefits, Student Loans and Small Business Start-up Loans.**

What's New This Week at Grants.gov

New Opportunities This Week

Read the latest Grants.gov Succeed Newsletter!

"Broken Pipe" plus other Adobe Reader Error Messages

Understanding PureEdge Error Messages

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GRANTS.GOV - FIND GRANT OPPORTUNITIES

All discretionary grants offered by the 26 federal grant-making agencies can be found on Grants.gov.

You do not have to register with Grants.gov to *find* grant opportunities. However, once you are ready to *apply* for a grant, you will need to get registered. This process takes 3-5 business days.

Search Grant Opportunities

○ Basic Search
Search by keyword, Funding Opportunity Number *(FON)* or Catalog of Federal Domestic Assistance (CFDA) number.

○ Browse by Category
Search by a variety of categories of funding activities.

○ Browse by Agency
Search from a list of agencies offering grant opportunities.

○ Advanced Search
Search by more specific criteria such as funding instrument type, eligibility or sub-agency.

Once you find the right grant, access the application package by either:

    ○ Clicking on the "How to Apply" button in the grant opportunity's synopsis.
    ○ Entering the Funding Opportunity Number (FON) or Catalog of Federal Domestic Assistance (CFDA) number on the Download Application Package page

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Search Grant Opportunities

| **Basic Search** | Browse by Category | Browse by Agency | Advanced Search | **Search Tips** |

To perform a **basic search** for a grant, complete the "Keyword Search"; the "Search by Funding Opportunity Number"; **OR** the "Search by CFDA Number" field; and then click the "Search" button below.

Access Search Tips for helpful search strategies, or click the Help button in the upper right corner to get help with this screen.

Keyword Search:

Search by Funding Opportunity Number:

Search by CFDA Number:

Search   Clear Form

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Sort: Close Date, Ascending   Sort by Open Date   Results 1 - 1 of 1

Close Date	Opportunity Title	Agency	Funding Number
11/07/2008	Minority Business Enterprise Center	Department of Commerce	1180010082008

Results Page: 1

New Search

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Minority Business Enterprise Center

| Synopsis | Full Announcement | Application |

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of **10/08/2008** . If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click send me change notification emails . The only thing you need to provide for this service is your email address. No other information is requested.

Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.

Description of Modification

Document Type:	Modification to Previous Grants Notice
Funding Opportunity Number:	1180010082008
Opportunity Category:	Discretionary
Posted Date:	Oct 08, 2008
Creation Date:	Oct 08, 2008
Original Closing Date for Applications:	
	Nov 07, 2008 Dates: The closing date for receipt of

then be able to save the files on your computer for future reference and use.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions and Application
11.800	1180010082008	1	MBEC - Houston	Department of Commerce	download

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DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

You have chosen to download the instructions and application for the following opportunity:

CFDA Number: 11.800: Minority Business Enterprise Centers
Opportunity Number: 1180010082008: Minority Business Enterprise Center
Competition ID: 1
Competition Title: MBEC - Houston
Agency: Department of Commerce
Opening Date: 10/08/2008
Closing Date: 11/07/2008

If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

[Submit]

Download the instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

1. Download Application Instructions

2. Download Application Package

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Grant Application Package

Opportunity Title:	Minority Business Enterprise Center
Offering Agency:	Department of Commerce
CFDA Number:	11.800
CFDA Description:	Minority Business Enterprise Centers
Opportunity Number:	1180010082008
Competition ID:	1
Opportunity Open Date:	10/08/2008
Opportunity Close Date:	11/07/2008
Agency Contact:	Efrain Gonzalez MBDA Program Manager E-mail: egonzalez@mbda.gov Phone: 202-482-1940

> This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.
>
> If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

☐ **I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.**

* Application Filing Name:

Mandatory Documents

Application for Federal Assistance (SF-424)
Budget Narrative Attachment Form
Disclosure of Lobbying Activities (SF-LLL)
CD511 Form
Assurances for Non-Construction Programs (SF-42
Budget Information for Non-Construction Program

Move Form to Complete

Move Form to Delete

Mandatory Documents for Submission

Optional Documents

Move Form to Submission List

Move Form to Delete

Optional Documents for Submission

Instructions

(1) **Enter a name for the application in the Application Filing Name field.**

- This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
- You can save your application at any time by clicking the "Save" button at the top of your screen.
- The "Save & Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.

(2) **Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.**

- It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.

- The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding "Optional Documents".

- To open and complete a form, simply click on the form's name to select the item and then click on the => button. This will move the document to the appropriate "Documents for Submission" box and the form will be automatically added to your application package. To view the form, scroll down the screen or select the form name and click on the "Open Form" button to begin completing the required data fields. To remove a form/document from the "Documents for Submission" box, click the document name to select it, and then click the <= button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.

- All documents listed in the "Mandatory Documents" box must be moved to the "Mandatory Documents for Submission" box. When you open a required form, the fields which must be completed are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.

(3) **Click the "Save & Submit" button to submit your application to Grants.gov.**

- Once you have properly completed all required documents and attached any required or optional documentation, save the completed application by clicking on the "Save" button.
- Click on the "Check Package for Errors" button to ensure that you have completed all required data fields. Correct any errors or if none are found, save the application package.
- The "Save & Submit" button will become active; click on the "Save & Submit" button to begin the application submission process.
- You will be taken to the applicant login page to enter your Grants.gov username and password. Follow all onscreen instructions for submission.

9 = same page as PDF page 6 when you hit application button

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SELECTED GRANT APPLICATIONS FOR DOWNLOAD

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

READ BELOW BEFORE YOU APPLY FOR THIS GRANT!

Before you can view and complete an application package, you **MUST** have the PureEdge Viewer or compatible Adobe Reader installed. Application packages are posted in either PureEdge or Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader.

If more than one person is working on the application package, ALL applicants must be using the same software version.

Click here to download the required PureEdge Viewer and Adobe Reader if you do not have it installed already.

Additional Resources:

- Sign-up for Grants.gov Updates for the latest issues and news.
- Download Adobe Reader and PureEdge Viewer for free.
- Visit Help for FAQs and more information on Applying for grants.

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will

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Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will

state, local, or tribal government, academia or research institution, not-for-profit or any other institution.

an Individual, you will only be able to apply to grant opportunities that are open to individuals. An individual cannot submit a grant application to a grant opportunity that is open to organizations.

passwords a certificates.

Organization Registration User Guide

Organization Registration Checklist

Individual Registration User Guide

Individual Registration Checklist

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Steps to Complete to Register an Organization

The following checklist provides registration guidance for a company, academic or research institution, state, local or tribal government, not-for-profit, or other type of organization. The registration process is a **one-time** process, which is **required** before representatives of an organization can submit grant application packages electronically through Grants.gov. The registration process can take **three to five business days or one to three weeks** depending on your organization.

> **Note:** If you are a grant applicant, who is submitting a grant application on your own behalf and not on behalf of a company, academic or research institution, state, local or tribal government, not-for-profit, or other type of organization, refer to the **Individual Registration Checklist:** Hhttp://www.grants.gov/assets/IndividualRegCheck.pdfH. If you apply as an individual to a grant application package designated for organizations, your application will be rejected.

Steps to Complete to Register an Organization	Completed?
STEP 1: OBTAIN DUNS NUMBER **Has my organization identified its Data Universal Number System (DUNS)?** Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number. If your organization does not know its DUNS number or needs to register for one, visit Dun & Bradstreet at http://fedgov.dnb.com/webform/displayHomePage.do. **PURPOSE OF THIS STEP:** The federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. DUNS numbers identify your organization. **HOW LONG SHOULD IT TAKE?** Same Day. You will receive DUNS number information online.	O
STEP 2: REGISTER WITH CCR **Has my organization registered with the Central Contractor Registry (CCR)?** Ask the grant administrator, chief financial officer, or authorizing official of your organization if your organization has registered with the CCR. If your organization is not registered, you can apply by phone (1-888-227-2423) or register online at http://www.ccr.gov. CCR has developed a handbook (http://www.ccr.gov/handbook.asp) to help you with the process. When your organization registers with CCR, you must designate an E-Business Point of Contact (E-Biz POC). This person will be given a special password called an "M-PIN." This M-PIN gives the E-Biz POC authority to designate which staff members from your organization are allowed to submit applications electronically through Grants.gov. Staff members from your organization designated to submit applications are called	O

Steps to Complete to Register an Organization

Authorized Organization Representatives (AOR).

PURPOSE OF THIS STEP:
Registering with the CCR is required for organizations to use Grants.gov.

HOW LONG SHOULD IT TAKE?
One to three days to gather the internal organization information and prepare the application.

If your organization already has an Employment Identification Number (EIN) or Taxpayer Identification Number (TIN), then you should allow a minimum of five business days to complete the entire CCR registration.

If your organization does not have an EIN or TIN, then you should allow two weeks for obtaining the information from IRS when requesting the EIN or TIN via phone or Internet. The reason for the one to three day delay is due to security information that needs to be mailed to the organization.
*Note: Your organization needs to renew their CCR registration once a year.

STEP 3: USERNAME & PASSWORD
Have the AORs who officially submit applications on behalf of your organization registered with the Operational Research Consultants (ORC), a Credential Provider, to obtain their username and password?

AORs must register with the Credential Provider (ORC) to obtain their usernames and passwords at http://apply07.grants.gov/apply/OrcRegister. They will need to know your organization's DUNS number to complete the process.

After your organization registers with the CCR, AORs must wait one business day before they can obtain their usernames and passwords.

PURPOSE OF THIS STEP:
AOR usernames and passwords serve as "electronic signatures" when your organization submits applications on Grants.gov.

HOW LONG SHOULD IT TAKE?
Same Day. AORs will receive a username and password when they submit the information.

STEP 4: REGISTER WITH GRANTS.GOV
Have the AORs who will officially submit applications on behalf of the organization registered with Grants.gov for an account?

AORs must register with Grants.gov for an account at https://apply07.grants.gov/apply/GrantsgovRegister. They will need to enter the

Steps to Complete to Register an Organization

username and password they received when they registered with the Credential Provider (obtained in Step 3).

PURPOSE OF THIS STEP:
This creates an account on Grants.gov that allows AORs to submit applications on behalf of the organization and track the status of submitted applications.

HOW LONG SHOULD IT TAKE?
Same Day. AORs will be registered when they submit the information.

STEP 5: AOR AUTHORIZATION
Has the E-Business Point of Contact (E-Biz POC) approved AORs to submit applications on behalf of the organization?

When an AOR registers with Grants.gov, your organization's E-Biz POC will receive an e-mail notification.

Your E-Biz POC must then login to Grants.gov (using the organization's DUNS number for the username and the "M-PIN" password obtained in Step 2) and approve the AOR, thereby giving him or her permission to submit applications.

When an E-Biz POC approves an AOR, Grants.gov will send the AOR a confirmation e-mail. E-Biz POC Login: https://apply07.grants.gov/apply/AorMgrGetID

PURPOSE OF THIS STEP:
Only the E-Biz POC can approve AORs. This allows your organization to authorize specific staff members to submit grants.

HOW LONG SHOULD IT TAKE?
Depends on how long it takes the E-Biz POC to login and approve the AOR.

STEP 6: TRACK AOR STATUS
AORs can also login to the Applicant home page at http://www.grants.gov/ForApplicants using their username and password (obtained in Step 3) to check if they have been approved.

PURPOSE OF THIS STEP:
To verify that your organization's E-Biz POC has approved you as the AOR.

HOW LONG SHOULD IT TAKE?
Logging in as an applicant is instantaneous, the approval process to become an AOR depends on how long it takes the E-Biz POC to login and approve the AOR.

Individual Registration Checklist

The following checklist provides registration guidance for an individual grant applicant who is planning to submit a grant on his or her own behalf, and not on behalf of a company, academic or research institution, state, local or tribal government, or other type of organization. The registration process is a **one-time** process, which is **required** before an individual can submit grant application packages electronically through Grants.gov. The registration process can take **up to a day** to complete.

Note: If you are a grant applicant, who is submitting a grant application on behalf of a company academic or research institution, state, local or tribal government, or other-type of organization, refer to the http://www.grants.gov/assets/OrganizationRegCheck.pdf. If you apply as an individual to a grant application package designated for organizations, your application will be rejected.

Steps to Complete to Register an Individual	Completed?
STEP 1: USERNAME & PASSWORD **Have you registered with the Operational Research Consultants (ORC), a Credential Provider, to obtain a username and password?** Go to https://apply07.grants.gov/apply/IndCPRegister to obtain a username and password. You will need to know the Funding Opportunity Number (FON) for the grant application package that you intend to apply for on Grants.gov. Search for a FON: http://www.grants.gov/applicants/find_grant_opportunities.jsp **PURPOSE OF THIS STEP:** Your username and password serves as an "electronic signature" and allows you to submit applications through Grants.gov. Grants.gov uses the Credential Provider to verify that an individual is who she/he claims to be. **HOW LONG SHOULD IT TAKE?** Same Day. You will receive a username and password when you submit your information.	O
STEP 2: REGISTER WITH GRANTS.GOV **Have you registered with Grants.gov?** Go to http://apply07.grants.gov/apply/OrcRegister and enter the username and password you received when you registered with the Credential Provider to create a Grants.gov account to submit applications. **PURPOSE OF THIS STEP:** You need to register with Grants.gov to obtain an account to submit applications and track the status of submitted applications. **HOW LONG SHOULD IT TAKE?** Same Day. You will be registered when you submit your information.	O